

Consultant  
File

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Central Intelligence Agency  
Procurement Division  
Attention: Contracting Officer  
Washington, D. C. 20505

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Attention:

Gentlemen:

We are pleased to submit this proposal for microform systems consulting services to assist the Support Directorate.

SCOPE OF WORK

1. Within the Support Directorate we propose to:
  - A. Review and assess the development and applicability of computer output microform (COM) systems, associated hard copy file derivatives.
  - B. Review proposals for microform system applications by specific Support offices.
  - C. Advise on the technical suitability of microform equipment proposed for use in conjunction with the above.
2. Furnish technical advice and guidance regarding the above.

REPORTS

During the period of performance, meetings with your technical representatives will be arranged at suitable intervals, results of our surveys and reviews will be relayed orally at those times, and when requested by you, written systems evaluations will be prepared.

25 YEAR RE-REVIEW

PERFORMANCE PERIOD

The work described will require a performance period of twelve (12) months: from 1 June 1971 through 31 May 1972.

On a task basis, this work will be distributed as follows:

<u>Number of Days</u>	<u>Month Worked</u>
3	June 1971
3	August 1971
3	November 1971
4	February 1972
4	April 1972
3	May 1972
<b>TOTAL</b>	<u>20</u>

CONSIDERATION

Our price for performance of the proposed procurement is \$\_\_\_\_\_ per day for 20 days, or \$\_\_\_\_\_, which figure does not include allowance for subsistence expenses, costs of travel, taxis, car rental, etc. Travel costs are computed at \$\_\_\_\_\_ per round trip, [ ] Washington, total \$\_\_\_\_\_ for six (6) such round trips. Subsistence, taxis, car rental costs are computed at \$\_\_\_\_\_ per day for 20 days; total \$\_\_\_\_\_. In Sum:

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Price per day, 20 days @ \$_____	\$_____
Travel Costs, 6 R/T [ ]/Wash. @ \$_____	_____
<del>Subsistence</del> , Taxis, car rental, 20 days @ \$_____	_____
<b>Total Estimated Price for 20 days/ 12 months</b>	<b>\$_____</b>

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METHOD OF PAYMENT

Invoices will be submitted in the month work is performed and  
are payable on receipt.

We look forward toward undertaking this assignment in your behalf.

Very truly yours,



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